

# How do I find rentals from the past?

Suppose you receive a traffic fine for a rental car. If the fine dates from a long time ago, you still have to find out who was driving the car at that time.

## Navigate to the correct date

on the rental planning, you can choose the date from which to display the rental planning (1). Next, you can select from the dropdown list the number of days or weeks that you want to see (2).

Select the date you want to see in the planning.

## Show inactive vehicles.

To see a vehicle that is no longer active, you must click the "Show / Hide filter" (3)

## Note

If you still can not find your replacement vehicle, it may be that it is necessary to select the location.

Top right, you have a drop-down "Select a location". Select the location that matches your car. (4)

The screenshot shows the InSyPro rental planning interface. At the top, there are navigation links: Back, Courtesy Car Planning, Courtesy Cars, Car Categories, Items to check, and Services. The current date is 07-02-2017. A dropdown menu shows '2 Weeks' and a calendar icon. A 'select a location' dropdown is visible in the top right. The main area features a calendar for February 2017 with a 'Show/hide filter' button. Below the calendar is a list of vehicles with their rental status:

Vehicle ID	Vehicle Name	Fuel	Color	Status
1GJH852	AUDI A4	diesel	Red	Active
1QSD456	VW POLO	petrol	Green	Active
1MOI874	FORD FOCUS	diesel	Red	Inactive
1HGD963	BMW SERIE 1	diesel	Green	Active
1FDE852	FORD FIESTA	diesel	Green	Inactive
1AZS582	CITROEN C4		Red	Inactive

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